

May 2015 Training Schedule



Organizational Development

May 2015

SLT Effective Delegation

5/06 8:00-3:00 #0594-08
5/07 8:30-3:00 #0594-09

LCW Workplace Bullying: A Growing Concern

5/06 9:00-12:00 #0914-01

LCW Managing Performance

5/06 1:00-4:00 #0185-03

Power of the Front of the Room Part 1

5/13 8:30-12:00 #0463-12

SLT Performance Management

5/13 8:30-3:00 #0595-08
5/14 8:30-3:00 #0595-09

Microsoft Excel - Level 1

5/14 8:30-4:00 #0509-12

Giving Effective Feedback

5/19 8:30-10:00 #0851-02

Win Win Thinking

5/19 10:30-12:00 #0644-02

Taming the Meeting Monster

5/19 1:00-2:30 #0645-02

Power of the Front of the Room Part 2

5/20 8:30-12:00 #0503-07

SLT Performance Reviews

5/20 8:30-3:00 #0596-08
5/21 8:30-3:00 #0596-08

New Employee Orientation

5/22 8:30-3:00 #0075-112

Microsoft Excel - Level 2

5/28 8:30-4:00 #0510-15



Public Speaking Jitters? You are not alone.

Public speaking is the number one fear for most people. Learn the tools you need for effective presentations in **The Power of the Front of the Room**, a two-day course conducted by Carol Scofield. This training allows you to use the skills learned on the first day and put them in practice second day with a presentation before a mock Board. The session is recorded and participants receive immediate feedback from the instructor. (See page 3)

You're Invited...

Ready to keep learning about public speaking and communication techniques? Join two local **Toastmasters Clubs** for free Communication Seminars and Open Houses. Keynote speakers for these events include Jane Taff, leadership coach, in Lincoln and Placer County's own DeDe Cordell, Director of Communications and Public Affairs, in Auburn. Their presentations will be on "Effective Communication Skills in the Workplace". Don't miss out on this great leadership and networking opportunity. Find out more about [Toastmasters Club](#).

(See page 3 for Open House details)



**WHERE LEADERS
ARE MADE**

I'm interested in a class...what do I do next?

To Enroll, use ACORN Self-Service Enrollment or contact your Department Training Coordinator. **ACORN > Main Menu > Self Service > Learning and Development**

For more information, contact OD at Learning@placer.ca.gov or 530-886-5270.

Classes are held at OD Training Room 1, 11486 B Avenue in Auburn unless otherwise noted.

Leadership Training



Leadership Series

Supervision and Leadership Training Series (SLT)

Employee Engagement, what is it and what does it mean to you as a Supervisor?

This training is specifically designed to help drive the County's initiative for Employee Engagement, Training, and Performance Management. Take your skills to the next level with this five-week series and create strategies for success and improve the performance of your team.

Understanding the Role of the Supervisor

- Save time and effort through understanding the Four Functions of Management.
- Learn how to prioritize your time better and your overall effectiveness.
- Improve your team's productivity.
- Learn techniques for identifying the root cause of performance and productivity problems.

Effective Delegation & Employee Engagement

- Learn how to engage your staff, increased trust, and improve productivity.
- Identify strategies for reducing operational costs and improving efficiency.
- Build your leadership bench and increase employee performance.
- Prioritize the most important aspects of your job.

Performance Management

- Learn how to objectively evaluate performance.
- Reinforce and encourage the right performance and behaviors.
- Learn how to address problem behavior with ease and confidence.
- Communicate performance standards and create accountability.
- Understand how to provide performance feedback.

Writing and Delivering Performance Reviews

- Save time by using a simple step-by-step method for documenting and writing a review.
- Understand what to include in review and how to cite specific performance areas.
- Understand how to evaluate performance based on a predetermined standard.
- Motivate employees through goal setting.
- Deliver even the difficult reviews effectively and confidently.

Performance Tool Kit

This last class of the series is designed to help bring everything together that has been covered and give each participant support and direction with any management issue they may have or that they want to work on. This provides a customized, specific approach to the unique solutions required for each participant. Participants will walk away with an action plan while gaining additional insight on the topics covered in the series.

Leadership Coaching

Coaching is emerging as one of the most effective techniques for enhancing performance in business and industry today. Organizations have finally figured out what sports teams and athletes have known for a very long time. Take advantage of this opportunity and see how coaching can help you enhance your performance and increase your confidence.

Supervision and Leadership Training Series

Understanding the Role of the Supervisor
Effective Delegation & Employee Engagement
Performance Management
Writing and Delivering Performance Reviews
Performance Tool Kit

Wednesday

8:30am - 3:00pm

4/27 #0593-08

5/06 #0594-08

5/13 #0595-08

5/20 #0596-08

6/03 #0597-08

Thursday

8:30am - 3:00pm

4/30 #0593-09

5/07 #0594-09

5/14 #0595-09

5/21 #0596-09

6/04 #0597-09



May Classes



Communication

COMMUNICATION

THE POWER OF THE FRONT OF THE ROOM (2 PART SERIES)

Wednesday 5/13 8:30-12:00 #0463-12

Wednesday 5/20 8:30-12:00 #0503-07

Instructor: Carol Scofield Target Audience: Employees presenting or leading meetings

Location: Planning Commission Hearing Room, 3091 County Center Drive, Auburn

This is a two-day class with day one consisting of presentation content and a homework assignment to write a 3-5 minute presentation to be delivered before a mock Board and videotaped on day two. Day two consists of class presentations with feedback from class participants and the instructor, and then additional information based on the presentations. The session is also recorded and participant receives immediate feedback from the instructor as well as feedback of the recording. Participants receive a copy of their recorded presentations.



Cooperation

COOPERATION

GIVING EFFECTIVE FEEDBACK...AND MAKING THE MOST OF IT WHEN YOU RECEIVE IT

Tuesday 5/19 8:30-10:00 #0851-02

Instructor: Joan Zeglarski Target Audience: Everyone

By the end of this workshop, participants should be able to: enrich working relationships by giving meaningful positive feedback, improve productivity and communication by giving corrective feedback effectively and get the most out of positive and corrective feedback when it is given to him/her. The concepts covered in this session are useful whether or not participants supervise others, they can be used to effectively manage up, down and across the organization.

OPEN HOUSE



TOASTMASTERS
INTERNATIONAL

WHERE LEADERS
ARE MADE

Effective Communication Skills in the Workplace

RSVP

Events Sponsored By:

Placer's Gold Toastmasters

Voice of Lincoln Toastmasters

AUBURN

Date: May 12, 2015, Tuesday

Time: 12:00p.m. - 1:00p.m.

Location: Auburn Justice Center

2929 Richardson Drive

Speaker: DeDe Cordell, *Placer County*

Director of Communications & Public Affairs

LINCOLN

Date: April 23, 2015, Thursday

Time: 6:30p.m. - 8:00p.m.

Location: Lincoln Public Library

485 Twelve Bridges Drive

Speaker: Jane Taff, *"The CEO confidante"*

John Maxwell Certified Coach



@PlacersGoldTM

Networking • Light Refreshments • Free Raffles



May Classes

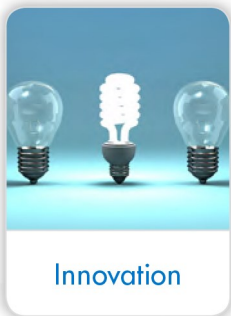
COOPERATION—CONTINUED **TAMING THE MEETING MONSTER**

Tuesday 5/19 1:00-2:30 #0645-02

Instructor: Joan Zeglarski

Target Audience: Everyone

Tips for mitigating behaviors of meeting attendees that get in the way of achieving effective results during meetings.



INNOVATION

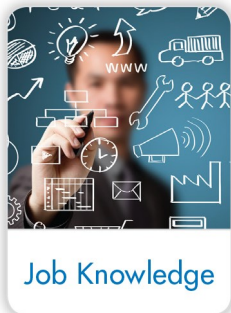
DISCOVER A STRATEGIC PLAN THAT WORKS FOR YOU: PART TWO: PRACTICE PROVEN METHODOLOGIES

Available online, from your workstation.

Instructor: Sponsored by Alliance for Innovation Webinar

Target Audience: Managers

Practice some of the proven strategic planning techniques that Zelos clients have used with success over the years and identify if those ideas might work for your organization. In this webinar, Stacia will introduce the proven Zelos methodology for strategic planning and will facilitate you through some of the proven techniques and exercises that will lead to a successful planning project. After you've practiced some of these techniques, you will hear from Zelos clients about what exactly worked well for them and where they are now in the process. This is the second in a three part series on strategic planning. Part Three: Where Strategic Plans Fail will become available in June. [Play Webinar](#)



JOB KNOWLEDGE

WIN-WIN THINKING: SHIFTING INTO POSSIBILITIES

Tuesday 5/19 10:30-12:00 #0644-02

Instructor: Joan Zeglarski

Target Audience: Everyone

Develop a new outlook and create dramatic change for you, your coworkers and clients.

NEW EMPLOYEE ORIENTATION

Friday 5/22 8:30-3:00 #0075-112

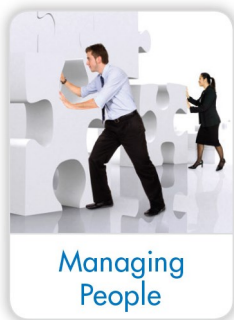
Instructor: CEO David Boesch, OD, Risk Management, Personnel, PPEO

Target Audience: New Employees

Employees receive information regarding county government, policies and resources, customer service in a Government setting, workplace safety and violence awareness, the Civil Service System, Placer County Code, benefits overview, preventing discrimination, harassment and retaliation, and employee training. Labor Union representatives are also invited to share information about Union membership.



May Classes



MANAGING PEOPLE

WORKPLACE BULLYING: A GROWING CONCERN, WORKSHOP

Wednesday 5/6 9:00-12:00 #0914-01

Instructor: Liebert Cassidy Whitmore (LCW) Workshop

Target Audience: Managers and Supervisors

Location: Maidu Community Center, 1550 Maidu Dr., Roseville

LCW does NOT cover Placer County specific codes and procedures.

This workshop will define bullying and distinguish it from simple rudeness and unlawful harassment, identify strategies for recognizing when it occurs and address the impact of this conduct on the workplace. The session will also provide pragmatic advice for holding bullies accountable for their conduct and for assisting targets of bullying in reporting and responding to bullying conduct.

MANAGING PERFORMANCE THROUGH EVALUATION, WORKSHOP

Wednesday 5/6 1:00-4:00 #0185-03

Instructor: Liebert Cassidy Whitmore (LCW) Workshop

Target Audience: Department Heads, Managers, Supervisors, Personnel staff

Location: Maidu Community Center, 1550 Maidu Dr., Roseville

LCW does NOT cover Placer County specific codes and procedures.

This hands-on workshop is designed to give the practical skills and techniques managers need to successfully transform the performance evaluation process from an annual chore into an effective and ongoing management tool. Learn to maximize the positive performance management and professional development benefits of effective performance evaluations and minimize potential risks related to performance evaluations.



2015 Cal-ICMA COACHING PROGRAM WEBINAR

MOVING FROM CONFLICT TO CIVILITY AND PROBLEM SOLVING

Thursday 5/14 10:00-11:30

Instructor: Sponsored by Cal-ICMA

See details in the **2015 COACHING PROGRAM** brochure. Links to register for each webinar are available now at www.cal-imca.org/coaching.

- What's driving conflict in communities?
- How have communities shifted from conflict to civility?
- What are useful tools to strengthen communities?

2015 Cal-ICMA COACHING Program Webinars

Developing Effective Relationships with Elected Officials
Best Practices in Strategic Planning and Action
Moving from Conflict to Civility and Problem Solving
Engaging Employees Effectively
Serving Diverse Populations Successfully
Best Practices for Managing Social Media & Gossip

DATE & TIMES

03/05 10:00-11:30
04/01 1:00-2:30
05/14 10:00-11:30
09/16 1:00-2:30
10/21 1:00-2:30
11/05 1:00-2:30

Missed a live Webinar?

Don't Worry!

All webinars are archived for on-demand viewing or download in mp4 format for individual or group viewing at your convenience. The presentation are save at "Agenda & Archives" tab of www.cal-imca.org/coaching.

May Classes



Leadership
Series

MANAGING PEOPLE—CONTINUED

SUPERVISION AND LEADERSHIP TRAINING SERIES (SLT)

Instructor: Sally Klauss

Target Audience: Supervisors and Managers

This training is specifically designed to help drive the County's initiative for Employee Engagement, Training, and Performance Management. This series will require approval by the attendee's Department with the submittal of a series Application.

Applications located at [MyPlacer > Learning Zone > Organizational Development Learning Resources > Supervisors Toolbox](#)

Understanding the Role of the Supervisor

Wednesday 4/29 8:30-3:00 #0593-08

Thursday 4/30 8:30-3:00 #0593-09

Effective Delegation & Employee Engagement

Wednesday 5/06 8:30-3:00 #0594-08

Thursday 5/07 8:30-3:00 #0594-09

Performance Management

Wednesday 5/13 8:30-3:00 #0595-08

Thursday 5/14 8:30-3:00 #0595-09

Writing and Delivering Performance Reviews

Wednesday 5/20 8:30-3:00 #0596-08

Thursday 5/21 8:30-3:00 #0596-09

Performance Tool Kit

Wednesday 6/03 8:30-3:00 #0597-08

Thursday 6/04 8:30-3:00 #0597-09



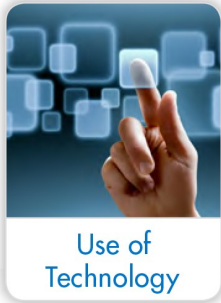
Did you know?

Placer County has a Tuition Reimbursement program for employees! Find out more by visiting [MyPlacer](#).

[Learning Zone > OD Learning Resources > Career Development > Tuition Reimbursement](#)



May Classes



USE OF TECHNOLOGY

All Use of Technology courses are held at IT Training Center 2970 Richardson Dr., Auburn

MICROSOFT EXCEL LEVEL 1

Thursday 5/14 8:30-4:00 #0509-12

Instructor: ISInc. Staff

Target Audience: Beginning Excel Users

This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 Worksheets. Upon successful completion of this course, students will be able to:

- Create a basic worksheet
- Perform calculations in an Excel worksheet
- Modify an excel worksheet
- Format a worksheet
- Print the content of an Excel workbook
- Manage an Excel workbook

EXCEL 2010 LEVEL 2

Thursday 5/28 8:30-4:00 #0510-15

Instructor: ISInc. Staff

Target Audience: Experienced Excel Users

After completing this course, students will know how to:

- Use advanced formulas
- Organize worksheet and table data using various techniques
- Create and modify charts
- Analyze data using PivotTables, Slicers, and Pivot Charts
- Insert and modify graphic objects in a worksheet
- Customize and enhance workbooks

Team Placer VOLUNTEERS

Help spread the PLACER public-service SPIRIT and share your VOLUNTEER stories.

Submit photos with a brief description to PIOstaff@placer.ca.gov.

